

DD/A 75-5625

25 November 1975

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Joint Computer Support  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Assistant for Information, DDA  
Assistant for Resources, DDA

SUBJECT : 1975 Christmas Parties

1. Office and unit gatherings in connection with Christmas festivities will be restricted to Friday, 19 December 1975, and Monday, 22 December 1975, and only between the hours of 3:00 p.m. to 6:00 p.m.

2. Office Directors or Deputies are expected to be present during such gatherings and they will be held responsible for all matters.

3. I do not feel that it is proper or appropriate to establish any type of ground rules for social activities arranged on the outside, after normal duty hours. You are reminded, however, that there was one very serious incident following a 1973 Christmas party, and prudence would dictate that these office-related events be discreetly monitored by senior officers, so that assistance is provided in an attempt to preclude any type of highway accident or untoward incident.

/s/ John F. Blake  
John F. Blake  
Deputy Director  
for  
Administration

Distribution:  
See Reverse Side

STATINTL

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